

TRAVEL EXPENSE CLAIM

*See Instructions and *Privacy*

ELECTRONIC STD. 262 (REV. 04/95)

Statement On Reverse Side

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CLAIMANT'S NAME Matthew R. Bettenhausen			SSAN OR EMPLOYEE NUMBER*		DEPARTMENT California Emergency Management Agency	
POSITION Secretary		CB/ID NUMBER E99	DIVISION OR BUREAU Executive			INDEX NUMBER
RESIDENCE* 2908 Weald Way, #312			HEADQUARTERS ADDRESS 3650 Schriever Ave.			TELEPHONE NUMBER 916-324-8908
CITY Sacramento	STATE CA	ZIP CODE 95833	CITY Mather	STATE CA	ZIP CODE 95655	

(1) MONTH/YEAR April 2009		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS		D.T., L.T. N/C, RELD. OR DINNER	(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSE FOR DAY	
(2) DATE	TIME			BREAK- FAST	LUNCH			(A) COST OF TRANS.	(B) TYPE USED	(C) CAREFARE TOLLS, PARKING	(D) PRIVATE CAR USE			
											MILES			AMOUNT
16-Apr	12:35	Sacramento to DC	\$ 239.31	✓	\$ 10.00	\$ 18.00	✓	\$ 15.00	PA +				272.31 \$ 282.31	
17-Apr		DC to Chicago		\$ 6.00	✓	\$ 10.00	✓	\$ 18.00	✓	\$ 6.00	+		\$ 55.00	
18-Apr		Chicago												
19-Apr	13:30	Chicago to Sacramento								\$18.00 \$ 26.00			18.00 \$ 26.00	
(10) SUBTOTALS			\$ 239.31	\$ 6.00	10.00 \$ 20.00	\$ 36.00	\$ 6.00	\$ 30.00		18.00 \$ 26.00			345.31 \$ 363.31	

ACCOUNTING RECEIPT
 09 JUL - 1 AM 10:25

ACCOLITINE RECEIVED
09 JUL - 1 AM 10:25

CLAIM TOTAL

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attached receipts/voucher when required)

4/17: Attend meeting with White House Counter Terrorism Chief John Brennan

Only claiming parking for 2 days, Thursday and Friday

(12) NORMAL WORK HOURS	
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9:00 - 6:00

(13) PRIVATE VEHICLE LICENSE NUMBER

(14) MILEAGE RATE CLAIMED	
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48.5¢/Mile

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California.

If a privately owned vehicle was used, and it is claimed, and that I have met the requirement: _____ and 0754 pertaining to vehicle safety and seat belt usage.

Cl

DATE _____

DATE _____

DATE	July 1 2009
DATE	